




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

MEMO # 0136

DATE: March 9, 2010
TO: C.J. McMorran
John Craven
Kathleen Clinton
FROM: James R. Finch, Ed.D.
Deputy Commissioner 
SUBJECT: Requests for Emergency Service Authorization

Attached is the policy entitled **Requests for Emergency Service Authorization**. Please implement this policy immediately.

This policy establishes a new process for handling requests for emergency service authorizations outside of normal business hours and in situations where, due to unforeseen circumstances, the service recipient needs a service prior to the next business day, and there is insufficient time for an Individual Support Plan (ISP) amendment to be submitted through the usual ISP amendment process. The authorized amount will be limited to the amount that is sufficient until the next business day. Once approved, the **Request for Emergency Service Authorization** form will be considered to be a type of ISP amendment which must be maintained with the ISP. The Support Coordinator or case manager is not required to submit an amendment to the ISP unless the service needs to be continued beyond the time period covered by the emergency authorization.

Please distribute this memo to appropriate staff and to service providers.

JRF:wlm

Attachment